STARS USER MANUAL

PCA-26 FORM INSTRUCTIONS

The following descriptions are the same guidelines used by the State Controller's Office.

Data Element	Description
AGENCY NAME	Name of your agency
AGENCY CODE	Your three-digit agency code.
CONTACT NAME	Name of person to contact regarding your PCA table maintenance
PHONE #	Phone number of Contact person.
DATE	Current date
A=Add C=Chg	**A -** ADD a new record **C -** CHANGE an existing record Note: Put an end date on the PCA in order to stop usage and/or eliminate table rollover into the next fiscal year
PCA	Enter a five-digit PCA code which uniquely identifies the lowest level of the Program structure.
BFY	Enter the two-digit Budget Fiscal Year to identify the fiscal year of the PCA. This should not be greater than the current fiscal year or next fiscal year after table rollover.
PRI	Payroll Indicator. **Y** – Yes. Will show on IPOPS or I-TIME **N** - No. Will not show on IPOPS or I-TIME
PCA TYPE	Identifies the type of Program Cost Account (PCA). Default : **1** – DIRECT Cannot be changed
TITLE	Enter the PCA Title, up to forty characters. Do not leave this blank.

Data Element	Description
FUNCTION	Enter the two-digit Function code or leave blank.
	If entered, the AGENCY-FUNCTION combination must already be in the Function (D15) descriptor table. When using a Budget Unit on this form, this PCA function code must equal the function on the Budget Unit (20) Table for the budget unit.
ACTIVITY	Enter the two-digit Activity code or leave blank. If entered, the AGENCY-FUNCTION-ACTIVITY combination must be in the Activity (D16) descriptor table.
PROGRAM	Enter the two-digit Program code or leave blank. If entered, the AGENCY-FUNCTION-ACTIVITY-PROGRAM combination must already be in the Program (D17) descriptor table.
ELEMENT	Enter the three-digit Element code or leave blank. If entered, the AGENCY-FUNCTION-ACTIVITY-PROGRAM-ELEMENT combination must already be in the Element (D18) descriptor table.
PCA LEVEL 1	Enter the five-digit PCA-LEVEL-1 or leave blank. If entered, the PCA Level 1 must already be in the PCA Level 1 (D19) descriptor table. Agencies rarely get to this level since reporting is not readily available. The PCA Level 1 functions the same as the Org. Reporting Category (ORC). The ORC is for organizational grouping. PCA LEVEL 1 is for programmatic grouping.

Data Element	Description
ALLOC PROGRAM LEVEL	Enter the one-character Allocation Program Level that indicates the level of Program and Fund at which you want to post and/or control your allocation for this PCA. The PCA Table usually contains data below the level required for appropriation control. Additionally, this indicator designates if you want the allocation posted/controlled by Fund. You must enter the program levels on the PCA to at least the level of the Allocation Program Level indicator. For example, if level 'C' is used, you must enter the AGENCY, FUNCTION, and ACTIVITY. 0 – No FUND, No Program level 1 – No FUND, FUNCTION level 2 – No FUND, ACTIVITY level 3 – No FUND, PROGRAM level 4 – No FUND, ELEMENT level 5 – No FUND, PCA level -OR- A – By FUND, No Program level B – By FUND, FUNCTION level C – By FUND, ACTIVITY level D – By FUND, PROGRAM level E – By FUND, ELEMENT level F – By FUND, PCA level
BUDGET UNIT	Enter the four-character Budget Unit code or leave blank. If entered, it must be in the Budget Unit Table (table 20). The function levels on the Budget Unit (20) Table must match the PCA function levels.
PROJECT NUMBER	Be aware that information in the PCA reports may be for multiple projects/phases.
PROJECT PHASE	Enter the six-character Project Number and the two-alphanumeric Project-Phase or leave both fields blank. If entered, it must be in the Project Control (PC table 27). This data element may be used to force your agency to manually enter a project number by setting up a dummy project with an end date (project number 999999-99).

Data Element	Description
FUND / FUND DETAIL	Enter the four-digit Fund or leave blank. If entered, it must be in the Fund (D22) descriptor table and on the budget unit you use. Enter the two-digit Fund Detail or leave blank. If entered, it must be in the Fund Detail (D23) descriptor table.
GRANT NUMBER GRANT PHASE	You can change these as long as your agency is aware that information on the PCA reports may be for multiple grants/phases. Enter the six-character Grant Number and the two-alphanumeric Grant-Phase or leave both fields blank. If entered, it must be in the Grant Control (GC - table 29). This data element may be used to force your agency to manually enter a grant number by setting up a dummy grant with an end date (grant number 999999-99).
INDEX CODE	Enter the four-digit Index number or leave blank. If entered, it must be in the Index Code table 26. If you are PCA-driven, this should be entered.
FACILITY	Enter the four-character Facility code or leave blank. If entered, it must be in the Facility (D26) descriptor table. Be aware that your PCA reports may be for multiple facilities.
TASK	Enter the four-character Task code or leave blank. If entered, it must be in the Task (D27) descriptor table. Be aware that your PCA reports may be for multiple tasks
LOCATION	Enter the six-character Location code or leave blank. If entered, it must be in the Location (D36) descriptor table. Be aware that your PCA reports may be for multiple locations
EFFECTIVE START DATE	Enter the six-digit Effective Start Date (MMDDYY) or leave blank. Identifies when the PCA Code becomes effective. You cannot make postings to this PCA before the effective start date. If left blank, postings can begin at any time.
EFFECTIVE END DATE	Enter the six-digit Effective End Date (MMDDYY) or leave blank. Identifies when a PCA Code ceases to be effective. You cannot make postings to this PCA after the effective end date. If left blank, you can post at any time. If you do not want this PCA rolled forward into the next fiscal year, put a 06-30-XX end date on before table rolls.